



1997

Annual Report, 1997-1998

SEAALL

Right click to open a feedback form in a new tab to let us know how this document benefits you.

Follow this and additional works at: https://uknowledge.uky.edu/seaall_plc



Part of the [Law Librarianship Commons](#)

Repository Citation

SEAALL, "Annual Report, 1997-1998" (1997). *Placement Committee*. 1.
https://uknowledge.uky.edu/seaall_plc/1

This Report is brought to you for free and open access by the Committee Materials at UKnowledge. It has been accepted for inclusion in Placement Committee by an authorized administrator of UKnowledge. For more information, please contact UKnowledge@lsv.uky.edu.

SEAALL Placement Committee Report, 1997-98

The 1997-98 Placement Committee members were Bill Cooper, William & Mary; Maureen Eggert, Wake Forest; Mary Mahoney, Mississippi College; Elizabeth Moore, Loyola New Orleans; and Dee Wood, University of Kentucky, Chair.

The Committee has been productive throughout the year with the purpose of fulfilling its responsibility of placement assistance for SEAALL job seekers and for employers with positions to fill. The following activities were pursued at the suggestion of all members and with their assistance.

1. Prepared and submitted copy to each SEAALL newsletter issue explaining the various functions of Placement Services.
2. Advertised the SEAALL placement listserv, SEAALL-P, with postings to SEAALL-L and ALL-Lib, and submitted copy to the SEAALL newsletter.
3. Prepared an employee/employer form to use for placement services at the chapter meeting.
4. Made daily job vacancy postings to SEAALL-P. Approximately 1,000 postings to SEAALL-P have been made to date.
5. Will provide more extensive placement service at the chapter meeting.
 - a. Manning the placement table more frequently (longer hours the first day and during breaks between sessions the rest of the time).
 - b. A message board for employers/employees who wish to contact each other for interviews or other information.
 - c. Post written instructions to guide employers, employees, and placement table volunteers through the placement process.
6. Will provide written documentation to start the incoming Chair off to a good year and to provide the continuity necessary to make placement activities an annual success.
 - a. Photocopy of the Placement Committee pages from the handbook.
 - b. Subscription information regarding SEAALL-L and SEAALL-P.
 - c. Hints for posting jobs via email.
 - d. Copies of all articles sent to SEAALL newsletter and email messages sent to listservs advertising our placement services.
 - e. Names and addresses of helpful contact persons.
 - f. Notebooks used at this year's chapter meeting along with any helpful instructions and forms used to lighten the committee's workload.

Submitted: Dee Wood, Chair